

SGT. ALVIN C. YORK
AGRICULTURAL INSTITUTE
2019-2020

STUDENT HANDBOOK

MISSION

To Serve As A Model
Rural School Of Excellence
Where All Stakeholders
Prepare and Excel

MOTTO

Prepare and Excel

MASCOT

DRAGONS AND DRAGONETTES

COLORS

PURPLE AND GOLD

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THIS STUDENT HANDBOOK IS IN NO WAY INTENDED TO BE ALL-INCLUSIVE. MODIFICATION IN PROCEDURES WILL BE MADE AS NEED DICTATE

It will be the responsibility of each student and their parents/guardians to be familiar with all features of the York Institute Student Handbook

STUDENT INFORMATION

FRONT OFFICE

- To apply for readmission to class after an absence
- To check in if tardy and check out for early dismissal
- To obtain assistance when ill or injured
- To report a student accident
- To obtain a visitor's pass
- To obtain application for free or reduced meals
- To file insurance claims
- To bring or ask for lost articles
- To obtain attendance forms for driver's license
- To correct any attendance errors

STUDENT SERVICES OFFICE-GUIDANCE

- To obtain information about grades or school records
- To have high school transcripts sent
- To enroll in school
- To withdraw from school
- To obtain educational, career, and occupational information.
- To receive student financial aid information
- To obtain academic, social, and personal counseling.
- To receive assistance in educational and career plans.
- To make a class change

ADVISORS

- To discuss progress toward graduation
- To discuss types of diplomas that can be earned
- To receive information on test taking skills
- To obtain study skills information
- To discuss problems with classes
- To discuss social/environmental issues

HISTORY OF YORK INSTITUTE

Alvin C. York Institute is located on top of the Cumberland Plateau in Jamestown, Tennessee. It is situated north of Jamestown on Highway 127 approximately 90 miles from Knoxville, 116 miles from Chattanooga, and 120 miles from Nashville.

The school is situated on that part of the plateau which Mark Twain described as being "on the top of a mountain, but there is nothing about the landscape to indicate it." Nearby are Dale Hollow Lake, Pickett State Park, the Big South Fork National River and Recreation Area, and the Sgt. York Park and Picnic Area.

In 1926, the dream of Sgt. Alvin Cullum York, Tennessee's World War I hero, materialized with the establishment of the school named in his honor. After returning from the war in 1919, he refused the many offers to commercialize his fame and dedicated his life to the task of bringing the youth of his mountain country educational advantages which were not available to him. York Institute is the result of this man's dream and ambition.

Sgt. York raised the initial funds and then appealed to the state legislature for additional funds to finish buildings then under construction and to continue the program. In February 1929, classes began in the new building. Two years prior to this it had functioned as the York Industrial Institute in what was then the county "Poor House" located across the road from the present buildings. The school operated from 1926 to 1937 as a private institution. In 1937, the Tennessee General Assembly accepted responsibility for the school and placed it under the governance of the State Board of Education and made direct appropriation for its support. York Institute has continued to operate in this manner.

York Institute has the unique distinction of being the only state-operated and state-financed comprehensive secondary school in Tennessee. The campus, consisting of over 400 acres, is purported to be the largest high school campus in the world. The school is dedicated to fulfilling the dream of its founder, providing excellence in education to the rural mountain youth that it serves.

In 1986, the school was selected as Tennessee's Center for Rural Education. In 1989, it was one of 218 schools in the nation selected to receive the National School of Excellence Award. York's Community Education Program was selected by the National Rural and Small Schools Consortium to receive the 1989 Exemplary Program Award in the Adult Education and Community Action Division of NRSSC. In 1989, the school was designated as the Wildlife Management Education Center for Tennessee. In 1992, York Institute was again recognized nationally. The school was among 140 public secondary schools selected as being one of "America's Best Schools" by Redbook Magazine.

Always in a state of growth, both internally and physically, York Institute strives to keep abreast of the times in order to bring to the student's exemplary educational advantages. Serving Grades 9-12.

Types of Diplomas and Graduation Requirements

To meet the requirements for graduation, a student shall have attained an approved attendance, conduct and subject matter record, which covers a planned program of education. Only students who meet the requirements for graduation will be allowed to participate in graduation ceremonies. This record shall be kept in the guidance office.

Types of Diplomas:

A student shall receive a diploma issued only through a Tennessee High School. A student may be issued only one diploma upon completion of an approved educational program.

- I. A **Regular Diploma** will be awarded to students who:
 - A. Earn the specified units of credit or satisfactorily complete an Individualized Educational Program,
 - B. Complete the ACT,
 - C. Have satisfactory records of attendance and conduct.

Graduate with Distinction: Seniors graduating with Distinction must obtain a B average and score at least a 31 on the ACT, or earn at least 12 semester hours of college credit prior to graduation, or attend Governor’s School.

Graduate with Honors: Seniors graduating with honors must have met all ACT benchmarks.

- II. A **Diploma of Special Education** will be awarded to students who have satisfactorily completed an Individualized Education Program and have satisfactory records of attendance and conduct.

Graduation Requirements

Courses	Credits
Math: Must include Algebra I, Algebra II, Geometry and a fourth higher level Math course (State Requirement – one Math class must be taken each school year)	4
Science: Including Physical Science, Chemistry or Physics and Biology	3
English	4
Elective	1
Social Studies: Must include World History and Geography, U.S. History and Geography, and U.S. Government / Economics	3
Personal Finance	.5
Physical Education	.5
Lifetime Fitness	1
Computer Applications	1
Foreign Language	2
Fine Arts	1
Elective Focus: Math and Science, Career and Technical Education, Fine Arts, Humanities, or JROTC	3
Total Credits Required	24

A-Team Requirements

Core Course Curriculum Credits:	20
English	4
Math	4
Science	4
Social Studies (U.S. History & Geography, U.S. Government/Economics, World History & Geography)	3
Lifetime Fitness	1
Fine Arts	1
Foreign Language	2
Computer Applications	1

The Final Grade (FG) of core courses listed will be the only courses on the student's record which will be averaged for the purpose of being in the Senior A-Team, class rank and GPA.

If a student elects to take courses in math and science over and above those listed in the core curriculum, the Guidance Department will count the minimum of 4 (FG) grades up to a maximum of 5 (FG) grades, which will give the student the highest average. Valedictorian and Salutatorian candidates must achieve credits in College Algebra, Pre-Cal, Cal or higher math in order to obtain this recognition.

If a student elects to take courses in social studies over and above those listed in the core curriculum, the Guidance Department will count the minimum of 3 grades (FG) (US History, Gov. /Econ., World History) up to a maximum of 4 grades (FG), which will give the student the highest average.

The grades of A-Team students will be for 4 years and averaged on a 100 point scale.

Resident Requirement for Senior A-Team

To be eligible for the A-Team, including Valedictorian or Salutatorian, a student must have been enrolled at York full time for six consecutive nine week periods, which means the student must have entered York at least at the beginning of the Spring semester of his/her junior year. However, transfer students with an average of at least 93 will be recognized in an appropriate manner.

REQUIREMENTS FOR COLLEGE

The following high school units are required for regular freshman admission to Tennessee Board of Regents (TBR) University Degree Programs and the UT System:

Courses	Credits
English	4
Algebra I and II	2
Geometry (or other advanced Math course with Geometry as a major component)	1
Natural/Physical Sciences (including at least one unit with lab), Biology, Chemistry or Physics	2
Social Studies (including World History, Ancient History, Modern History, World Geography or European History)	1
United States History	1
A Single Foreign Language	2
Visual or Performing Arts	1

These high school unit requirements represent minimum standards set by the Board of Regents. They are in addition to other admission requirements published in the bulletin of each university.

NCAA Division I Academic Requirements

College-bound student-athletes will need to meet the following academic requirements to practice, receive athletics scholarships, and/or complete during their first year.

Core-Course Requirement

Complete 16 core courses in the following areas:

ENGLISH 4 years,

MATH (Algebra I or higher) 3 years,

NATURAL/PHYSICAL SCIENCE (Including one year of lab) 2 years,

ADDITIONAL (English, math, or natural/physical science) 1 year,

SOCIAL SCIENCE 2 years,

ADDITIONAL COURSES (Any area listed above, foreign language or comparative religion/philosophy) 4 years

Full Qualifier:

Complete 16 core courses.

Ten of the 16 core courses must be completed before the seventh semester (senior year) of high school.

Seven of the 10 core courses must be in English, math, or natural/physical science.

Earn a core-course GPA of at least 2.300.

Earn the ACT/SAT score matching your core-course GPA on the Division I sliding scale.

All information (including the ACT/SAT sliding scale and Academic Redshirt requirements) about NCAA eligibility can be found on the NCAA Eligibility Center website or in the school counseling office.

DRAGON RENAISSANCE

Dragon Renaissance is not a program. It is a process that encourages academic excellence, improvement, and citizenship. Founded by educators in 1988, Jostens Renaissance (from which Dragon Renaissance got its name) is the first and only national education-focused program created to recognize and reward the academic achievements of students in high school. Its primary goals are to increase student performance and teacher enthusiasm, and raise the level of community participation in schools. Through awards and recognition, Dragon Renaissance hopes to increase overall attendance, grades, and school pride. It will be administrated through the Alvin C. York Student Council, and supported by all faculty and staff.

ATTENDANCE/BEHAVIOR

Any student who has accumulated ten (10) or more days of unexcused absences will not be allowed to attend extra-curricular activities as a social suspension. Any student with (10) or more discipline referrals will be ineligible for all extra- curricular activities as a social suspension . This includes School Trips, Senior Trip, Homecoming Dance, Junior-Senior Prom, or other school sponsored dances or extracurricular activities.

ATTENDANCE PROCEDURES

Excused Absences/Tardies: All notes must be turned into the front office in a timely manor to be accepted by the school.

All students will receive 3 Parent EXCUSED absences per semester (after 3 parent excused absences, student must provide a Doctor/Dentist, Funeral, Court, or Military excuse or the absence will be unexcused).

1. Parent/guardian approved absence requires a note from

the parent/guardian, with a contact phone number to verify. It is the student's responsibility to notify the teacher of a change in the type of absence with proper verification from the front office. This change of status from unexcused to excused must be completed within 5 days of the return to school; otherwise the absence will remain as listed.

2. Doctor/Dentist Appointments (statement from doctor/dentist is required with his/her phone number).
3. Funeral Attendance (note required from funeral home, with a phone number and the name of the person whose funeral you attended).
4. Court Summons (only for the time in court, required note with date, time(s), offense, place of court, contact person, and a phone number).
5. Students with Parents or Guardians in the armed forces can be given an additional 10 days of excused absences for visitation during the member's deployment cycle if the Parent/Guardian is stationed out of the country and is on leave.

York Institute does not recognize any reason for absence/tardies other than those listed above as an excused absence/tardy.

The school is not responsible for students that leave campus without following proper procedure.

A student who misses more than 3 hours and 16 minutes in a school day is considered as a day absent. Also, three unexcused late arrivals or early sign-outs counts as one unexcused absence. Refer to Excessive Absence

Authority: TCA 49-6-3002, 49-6-3007-3012

Early Dismissal:

An early dismissal from school may be granted provided a signed parental note with a contact phone number is presented to the front office prior to 7:55 a.m. or the parent must pick up the student at school. Parents should allow 15 minutes for the student to sign out. Principal/Assistant Principal or his/her designee will handle extreme emergencies. **Phone dismissals are not permitted.**

Early Dismissal will count toward maximum excused absences. Unexcused Early Dismissals will be handled according to the Procedures for Unexcused Absences.

Authority: TCA 49-6-3002, 49-6-3007-3012, 36-6-105

Tardies:

Students not in class at 8:00 a.m. are considered tardy to school. Students arriving after 8:00 a.m. must report to the front office for an admit slip. Students should show the admit slip to each teacher whose class they missed. No admit slips will be given for classroom tardies. Three (3) tardies will count as a day absent and count toward total absences for Unexcused.

THE ONLY EXCUSED TARDY MUST BE DOCTOR, COURT, OR FUNERAL EXCUSED (plus 1 Parent excused tardy per year)

Consequences	
1 st Tardy	Verbal Notice
2 nd Tardy	Written Warning
3 rd Tardy	Parent/Guardian contacted, Absence Intervention/Detention/Activity Period
4 th Tardy	1 Hour Absence Intervention/Detention/Lunch detention

5 th Tardy	1 Hour will be assigned for each additional Intervention/Detention
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Each additional unexcused tardy will result in 1 hour of Absence Intervention (AI). A 10th Tardy will result in 3 days of ISS.

Authority: TCA 49-6-3002, 49-6-3007-3012

Alvin C. York Institute Progressive Truancy Intervention Plan

Tier I (3 unexcused absences) of the progressive truancy intervention plan must include, at a minimum:

- The data clerk at the school level will notify the school administrator of any student that has three unexcused absences.
- The school administrator will meet with the student to discuss absences.
- A resulting attendance contract to be signed by the student, and the school administrator. The contract will include specific description of the school's attendance expectation for the student. The contract will be in effect for 1 year. Penalties for additional absences.
- Regularly scheduled follow up meetings as needed.

Tier II (6 unexcused absences) must be implemented upon a student's accumulation of additional unexcused absences in violation of the attendance contract required under Tier I. Tier II must include an individualized assessment by a school employee of the reasons a student has been absent from school, and if necessary, referral of the child to counseling, community-based services, or other in-school or out-of-school services aimed at addressing the student's attendance problems; and

- The data clerk at the school level will notify the school administrator of any student that has missed additional unexcused days since the initial Tier I meeting.
- The school administrator will complete an individualized assessment of the reasons the student has been absent from school. The school administrator will contact the parent/guardian to discuss steps on how to improve student's attendance. A Tier II contract will be signed by school administrator, parent/guardian or any other person having control over the student, and student.
- Regular scheduled follow up meetings as needed.

Tier III (7 unexcused absences) must be implemented if the truancy interventions under Tier II are unsuccessful. Tier III will consist of:

- Truancy Review Committee that will include the Attendance Supervisor or designee, District Coordinated School Health Nurse, School Level Administrator, representative from DCS and/or Representative from Children's Center.
- Truancy Review Committee will meet once a month in the Fentress County Courtroom. Steps will be discussed on how to effectively prevent further truancy issues.
- Tier III contract will be signed by Attendance Supervisor, School Administrator, parent/guardian or any other person having control over the student, and student.
- Any additional unexcused absences will result in the Attendance Supervisor sending written notice to the parent, guardian, or other person having control of the student, reporting the student who is unlawfully absent from school to the appropriate judge. Each case must be dealt with in such manner as the judge may determine to be in the best interest of the student, consistent with 37-1-132, 37-1-168, and 37-1-169. In the event a student in kindergarten through grade twelve (K-12) is adjudicated to be unruly because the student

has accumulated five (5) days or more of unexcused absences during any school year, the judge may assess a fine of up to fifty dollars (\$50.00) or five (5) days of community service, in the discretion of the judge, against the parent or legal guardian of the student.

Authority: TCA 49-6-4007

Excessive Absences:

State Law requires any student absent for 10 consecutive or 15 unexcused days per 18-week semester or who fails 3 subjects at the end of an 18 week grading period will either:

1. Be denied the form for driver's license until 2 subjects have been passed by the end of the next grading period.
2. Have Driver's License pulled by the Department of Safety until 2 subjects have been passed by the end of the next grading period.
3. Parking privileges can be revoked on York Institute campus and adjacent areas for that period. Police will be notified when non-licensed students are driving.

A second offense of 10 consecutive or 15 unexcused days in any 18 week semester or the failure of 3 subjects in a 9 week grading period will result in:

1. No form being issued until the next school year begins in August.
2. Department of Safety will be notified and driver's license pulled until 18 years of age.
3. Parking privileges revoked on York Institute campus and adjacent areas for that school year. Police will be notified when non-licensed students are driving.

Note: Excused absences that are deemed excessive (5 or more) will require before/after school tutoring to insure academic work is kept on pace with the class curriculum. Student's

progress and initiative will be considered.10 or more unexcused absences will result in Alternative school placement.

Authority: TCA 49-6-3017, amended 7/1/94, TCA 49-6-3002, 49-6-3007-3012

In School Tardy Policy for 2nd, 3rd, 4th and 5th Period Classes

Class tardies for 2nd, 3rd, 4th, and 5th periods will be dealt with as follows: 1st offense through 3rd offense – teacher discretion; 4th offense – sent to the Principal/Assistant Principal as a level one violation.

IT IS THE RESPONSIBILITY OF THE STUDENT/PARENT TO BE AWARE OF ALL ABSENCES. LACK OF NOTIFICATION BY THE SCHOOL IS NOT AN ACCEPTABLE EXCUSE FOR NOT KNOWING THE NUMBER OF, AND THE PENALTY FOR, UNEXCUSED OR EXCESSIVE ABSENCES, TARDIES, OR EARLY DISMISSALS.

EXEMPTION FROM COMPREHENSIVE FINAL EXAMS

Students with the following grade averages and attendance **are exempt** from comprehensive finals.

A average (93-100)	With 1 day absent
B average (85-92)	With Perfect Attendance

(Averages of C, D or F will not be exempt)

ALVIN C. YORK INSTITUTE CODE OF CONDUCT

STATEMENT OF DEVELOPMENT AND ORIGIN:

York Institute has a mission to serve as a model center for

improving rural school effectiveness by providing quality, comprehensive secondary education to the youth in the area. To meet the needs of changing career choices in the twenty-first century, York Institute undertakes the challenge to give each individual a customized, all-inclusive learning experience, integrating the unique resources available to us.

PURPOSE:

The faculty of York Institute believes that the school should provide a safe and respectful environment centered on high morals and values conducive to producing literate, responsible, functional citizens of the community, state, nation, and world.

LEGISLATIVE INTENT:

TCA 49-6-4203 states the following:

1. It is the intent of the general assembly in enacting this part to secure a safe environment in which the education of the students of Tennessee may occur.
2. The general assembly recognizes the position of the schools in loco parentis and the responsibility this places on principals and teachers within each school to secure order and to protect students from harm while in their custody.
3. It is the intent of this part to extend further, rather than limit, the authority of principals and teachers to secure order and provide protection of students within each school.
4. The general assembly further recognizes that a rising level of violent activity and use of drugs is occurring in some public schools, especially in urban areas, and that these activities threaten the wellbeing of all students in such schools.
5. Any other areas as designated by the general assembly.

LIST OF EXPECTED BEHAVIORS:

Students will:

1. Know and adhere to reasonable rules and regulations

established by York Institute.

2. Respect the human dignity and worth of every other individual.
3. Refrain from libel slanderous remarks, and obscenity in verbal and written expression.
4. Maintain the best possible level of academic achievement.
5. Be punctual and present in the regular school program.
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety.
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities.
8. Refrain from behavior that would lead to physical or emotional harm or disrupts the educational process.
9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities.
10. Obey local, state and federal law.
11. Obey school rules.

ACTS IN VIOLATION OF LAWS AND SCHOOL POLICY:

ALL VIOLATIONS OF THE DISCIPLINE CODE OF ALVIN C. YORK INSTITUTE WILL BE HANDLED AS EXPEDIENTLY AS THE OFFENSE PERMITS.

Alvin C. York Institute Code of Conduct

Since no student has the right to interfere in any way with his/her fellow classmates' right to learn, each student will observe a code of conduct which will in no way interfere with the educational opportunities of his/her classmates. The administration and faculty of the school will make and enforce such rules as are necessary for the efficient operation of the learning process of

York Institute students. **The Principal/Assistant Principal will classify any offense not listed below. Update: If need arises, the school will notify police or juvenile officers for behaviors deemed necessary. This will automatically determine a citation of “unruly” to the juvenile court system.**

All discipline codes and options apply to all school functions. Examples: Field trips, Athletic events- home and away, Dances, etc.

ISS- In-School-Suspension (held during school day)

AI/AD- Absence Intervention/Afterschool Detention (3:00 p.m. to 4:00 p.m. Monday, Tuesday & Thursday)

The code of conduct is as follows:

Level I: Misbehavior that interferes with the learning climate of the educational environment. Examples (but not limited to):

1. Tardiness to class
2. Cursing/Swearing/Foul Language
3. Affection Policy
4. Violations of classroom and school rules
5. Refusing to participate in required classroom activities (wellness activities, reading instructions, changing into gym clothes, etc.)
6. Unauthorized presence on another school campus
7. Motor vehicle violations (can lose campus-parking privileges)
8. Scuffling (horse playing, wrestling, etc.)
9. AWOL/Out of pocket (on school grounds)
10. No hall pass
11. Failure to do class work/homework
12. General Classroom Disruptions
13. Various minor offences deemed by PRINCIPAL/ASSISTANT PRINCIPAL

14. Dress code violation. (See dress code policy)

Disciplinary Options for Level I Offenses:

1 st Offense	1-3 days of ISS/ Lunch Detention
2 nd Offense	3-5 days of ISS
3 rd Offense	1 day Suspension. parent notification
4 th Offense	2 day Suspension, parent conference
5 th Offense	Court Referral, 4 day Suspension, Parent Conference upon return
6 th Offense	Court Referral, Referred to Discipline Committee or possible Expulsion

- Verbal Admonishment may be substituted for the above options if the PRINCIPAL/ASSISTANT PRINCIPAL deems it sufficient.
- Absence Intervention/After school detention may be substituted for ISS at the discretion of the Principal/Assistant Principal.
- Severe clause: Principal/Assistant Principal may use any step in severe cases.

Level II: Misbehavior that interferes with the orderly operation of the school.

Examples (but not limited to):

1. Use or possession of any incendiary device (i.e. lighter, matches)
2. Unauthorized use of copiers, computers, phones or printers
3. Leaving school grounds or missing class without signing out (AWOL)
4. Failure to provide correct identity/address
5. Dishonesty (copying, forging signatures, lying, etc.)
6. Participation in a classroom or school disruption

7. Unauthorized possession or use of school keys
8. Computer use policy violation
9. Inappropriate use of photography (Example: filming a fight/media transfer of a school disruption). Cell phone policy will also apply.
10. Use of foul or abusive language towards others

Disciplinary Options for Level II Offenses:

1 st Offense	3-5 days Absence Intervention/ISS/Lunch detention
2 nd Offense	3-5 days alternative school, Parent Conference
3 rd Offense	Court Referral, 3 day Suspension, Parent Conference upon return
4 th Offense	Court Referral, referred to Discipline Committee for possible Expulsion

- In School Suspension may be substituted for Absence Intervention at the discretion of the Principal/Assistant Principal.
- Severe clause: Principal/Assistant Principal may use any step in severe cases.

Level III: Acts of extreme conduct.

Examples (but not limited to):

1. *Fighting, both parties, unless one was clearly assaulted/attacked.
2. Open disrespect to a teacher, staff, and peers, use of foul or abusive language, directed toward school personnel.
3. Insubordination (not following a directive from a teacher, administrator, or other school system employee)

4. Sexual misconduct
5. Threats and bullying
6. Refusal to comply with direct command from school personnel (example: refusal to give up cell phone or cell phone batteries at the request of teacher, PRINCIPAL/ASSISTANT PRINCIPAL, etc.)
7. Open disrespect to school and school publications, vulgar or obscene jesters.

*The school will investigate fights and do its best to determine causes and actions of all parties involved. Obvious aggressors will be given full punishments. Parties that take clear steps to avoid (leaving the scene, seeking assistance, etc.) will have considerations given. Self-defense is not an infraction.

Disciplinary Options for Level III Offenses:

Fighting:

1 st Offense	Ten days Alternative School
2 nd Offense and Consecutive Offenses	Ten days Alternative School & Juvenile Court Petition

1 st Offense	1-3 days Suspension, Parent Conference upon return, or 3-5 days Alternative School
2 nd Offense	5-10 days Alternative School, Parent Conference upon return
3 rd Offense	Court Referral, 5 day Suspension, Parent Conference upon return
4 th Offense	Court Referral, Referred to Discipline Committee for possible Expulsion

- Alternative School placement of 5 and 10 days may be optional for 1st and 2nd offenses at the discretion of the Principal/Assistant Principal.
- Severe clause: Principal/Assistant Principal may use any step in severe cases.

Level IV: Acts which are violations of local, state, or federal law.

Examples:

1. Harassment (verbal, physical, or sexual)
2. Use or possession of tobacco in any form (must appear in court) 18 year old 1-3 days iss.
3. Assault (verbal or physical) (18 year old – 2 day suspension)
4. Extortion
5. Receipt, sale, possession or distribution of stolen property (reported to local law enforcement)
6. Prescription policy violation
7. Gambling (pitching pennies, dice, or other activity)
8. Stealing (reported to local law enforcement)
9. Possession, use or under the influence of alcohol at school, school trip, or a school event (reported to local law enforcement; mandatory alternative school placement of five or more days).
10. Possession of drug paraphernalia
11. Possession of weapons
12. Destruction or defacing school property
13. Electronic possession or transfer of pornographic material

Disciplinary Options for Level IV Offenses:

1st Offense	Court Referral, 3 day Suspension, Parent Conference upon return
2 nd Offense	Court Referral, 10 days Alternative

	School, Parent Conference
3 rd Offense	Court Referral, 10 day Suspension, Parent Conference upon return
4 th Offense	Court Referral, Referred to Discipline Committee for possible Expulsion

Tobacco Violations/ Vapes, Juul

1 st Offense	Court
2 nd Offense	Court & 2 days ISS
3 rd Offense	Court & 3 days of ISS
Over 18	3 days, then 5 days ISS

Level V: Acts which are violations of the Zero Tolerance Policy as required by state law.

Any violation will result in expulsion for 1 calendar year and be reported to local law enforcement authorities, except that the superintendent may modify this expulsion on a case-by-case basis.

Any student who violates this policy will not be eligible for any YAI awards or field trips, including the senior trip, during the school year of the offense.

1. Possession of Firearms/ Dangerous Weapon
2. Battery on school personnel and school resource officers.
3. Possession of, or being under the influence of, illegal drugs.

Disciplinary Options for Level V Offenses:

Authority: TCA 49-6-4216

Any violation will result in expulsion for 1 calendar year and be reported to local law enforcement authorities, except that the superintendent may modify this expulsion on a case-by-case basis.

ALL VIOLATIONS OF THE DISCIPLINE CODE OF ALVIN C. YORK INSTITUTE WILL BE HANDLED AS EXPEDIENTLY AS THE OFFENSE

PERMITS.

Fentress County Bus Discipline Policy:

Since Fentress County provides buses, Fentress County bus policy will be followed in all bus discipline problems. The bus driver will be the authority of the violation, but the school will reserve rights to add to the punishment.

The first disciplinary violation will result in the bus driver assigning the violator a seat. The next offense will be handled as follows:

2 nd Offense	2 day Suspension of Bus Privileges
3 rd Offense	10 day Suspension of Bus Privileges
4 th Offense	Semester Suspension of Bus Privileges
5 th Offense	One Academic Year Suspension of Bus Privileges

Severe Clause: Director of Schools or Director of Transportation may use any step in severe misbehavior situations.

Tennessee Law Concerning Suspension:

The administration of Alvin C. York Institute is authorized to carry out disciplinary and related procedures necessary for the successful operation of the school under Tennessee law concerning suspension and disciplinary action. Tennessee law allows students to be suspended for Good and Sufficient Cause upon satisfaction of due process. The following guidelines are used for ISS and suspension:

ISS:

1. Students will be counted present at school, but will not attend regular classes.
2. ISS has a separate room in which students that are assigned will report to.
3. Teachers will send work to the ISS room for students to complete.

4. Students will copy and obey ISS rules and regulations.
5. Students will be assigned who violate Level I and II, misbehavior and/or attendance and tardy policies, and in certain instances, Level III violations. Principal/Assistant Principal will advise student of policy broken.
6. Principal/Assistant Principal will question student about their misconduct.

Suspension (Less than 10 days):

1. Parents notified as soon as possible.
2. Superintendent notified as soon as possible.
3. Student and parents informed of the reason and length of the suspension.
4. Parent must return with student when suspension is over for a conference with the Principal/Assistant Principal if requested.
5. Suspensions of more than 5 days will have an improvement plan developed addressing the cause of the problem, and/or parental meeting.

Suspension (more than 10 days):

1. Written notice given to parents with reason and appeal rights.
2. Written notice given to student.
3. All appeals will be handled by the (SDHA) Student Discipline Hearing Authority Board.

Student Discipline Hearing Authority Procedure:

PURPOSE:

The purpose of this procedure is to settle fairly, at the lowest possible administrative level, an appeal a parent has with the discipline decision made by Alvin C. York Institute's Principal/Assistant Principal. Appeals regarding suspensions can

only be made on suspensions of more than 10 days.

DEFINITION:

An appeal is a complaint filed by a parent or guardian, student, or any person holding a teaching license who is employed by Alvin C. York Institute if requested by the student. All appeals must be filed, orally or in writing, within five (5) school days after receipt of the notice.

PROCEDURE:

1. (Informal Procedure). The student, parents or guardian or a person holding a teaching license may first discuss the problem with the Principal/Assistant Principal. At this meeting, the aggrieved party may appear alone or be accompanied by their son/daughter, parents, guardian or the person holding a teaching license. The Principal/Assistant Principal may appear alone or with another person. This meeting shall occur on the day that the discipline matter occurs. If the student, parent or guardian, or person holding a teaching license still wishes to proceed after this meeting, go to #2.
2. The appeal of this decision shall be to the Disciplinary Hearing Authority appointed by the superintendent of Alvin C. York Institute and shall consist of at least one (1) licensed employee of Alvin C. York Institute, but no more than the number of members of the school board.
3. The hearing shall be held no later than ten (10) school days after the beginning of the suspension. The Disciplinary Hearing Authority shall give written notice of the time and place of the hearing to the parent or guardian, the student and the Principal/Assistant Principal who ordered the suspension. Notice shall also be given to the local education agency employee who requests a hearing on behalf of a suspended student.

4. After the hearing, the Disciplinary Hearing Authority may affirm the decision of the Principal/Assistant Principal, order removal of the suspension/punishment unconditionally or upon such terms and conditions as it deems reasonable, assign the student to an alternative program, or suspend the student for specified period of time.
5. When the decision is determined by a Disciplinary Hearing Authority, a written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be filed with the Director of Instruction. The student, parent, or Principal/Assistant Principal may, within five (5) school days of the decision, request review by Director of Instruction at Alvin C. York Institute. Absent a timely appeal, the decision shall be final.
6. The decision of the Director of Instruction may be appealed in writing within five (5) school days of the decision to the Administrative Procedural Board through the Superintendent of Alvin C. York Institute. The action of the Administrative Procedural Board shall be final.

ANTI-BULLYING POLICY

In Accordance with TCA 49-6-1016, and TCA 49-2-120

Motto: Stop Bullying.... Pass It On!

Alvin C. York Institute prohibits acts of harassment or bullying. The State Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Demonstration of appropriate behavior, treating others with

civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

"Harassment or Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. Internet, cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

"Harassment" is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and, is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

"Bullying" is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or

benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,

- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Alvin C. York Institute expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

1. **Alvin C. York Institute** believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.
2. **Alvin C. York Institute** believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to *prevent* discipline problems and encourage students' abilities to develop self-discipline. Since bystander support of harassment or bullying can support these behaviors, the school prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

3. **Alvin C. York Institute** requires its school administrators to develop and implement procedures that ensure *both* the appropriate consequences *and* remedial responses to a student or staff member who commits one or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Factors for Determining Remedial Measures

Personal

- Life skill competencies
- Experiential deficiencies
- Social relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance

Environmental

- School culture and climate
 - Student-staff relationships and staff behavior toward the student
 - General staff management of classrooms or other educational environments
 - Staff ability to prevent and de-escalate difficult or inflammatory situations
 - Social-emotional and behavioral supports
 - Social relationships and Community activities Family situation
4. Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the school's approved code of student conduct or employee handbook. Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the school's approved code of student conduct. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act. Effective discipline should employ a school wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

- Admonishment
- Temporary removal from the classroom and/or loss of

privileges

- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week
- Out-of-school suspension and/or alternative school
- Legal action/citation to court
- Expulsion or zero tolerance

Examples of Remedial Measures

Personal

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Restitution and restoration
- Transformative conferencing/restorative justice
- Peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, peer mediation, etc.
- Behavioral assessment or evaluation

5. **Alvin C. York Institute** will, if needed, institute the following:

- Behavioral management plan, with benchmarks that are closely monitored
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment

Environmental (Classroom, School Building, or School District)

- Set a time, place, and person to help the bully reflect on the offending behavior, maintaining an emotionally-neutral and strength-based approach
- School and community surveys or other strategies for

determining the conditions contributing to harassment, intimidation, or bullying

- School culture change
 - School climate improvement
 - Adoption of research-based, systemic bullying prevention programs
 - Modifications of schedules
 - Adjustments in hallway traffic
 - Modifications in student routes or patterns traveling to and from school
 - Targeted use of monitors (e.g., hallway, cafeteria, bus)
 - General professional development programs for certificated and non-certificated staff
 - Professional development plans for involved staff
 - Disciplinary action for school staff who contributed to the problem
 - Parent conferences
 - Involvement of community-based organizations
 - Development of a general bullying response plan
 - Peer support groups
 - Law enforcement involvement (e.g., school resource officer, juvenile officer)
6. **Reporting: Alvin C. York** requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.
7. **Prohibition against Hazing**
Definition: As used in this section, unless the context

otherwise requires, “hazing” means any intentional or reckless act in this state, on or off LEA property, by one (1) student acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. “Hazing” does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization

- **Alvin C. York Institute** will not tolerate hazing in any form or fashion. Any hazing will be reported to Principal/Assistant Principal in prompt manner and immediate disciplinary measures will be taken to insure that this action does not continue to occur. Teacher will monitor school premises to ensure that hazing does not occur. Coaches of School Sponsored teams are responsible for monitoring their individual sports to ensure that hazing does not occur.
8. **Alvin C. York Institute** requires the principal and/or the principal’s designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal’s designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. **Alvin C. York Institute** prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act. **Alvin C. York Institute** prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate

remedial action for a *person* found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a *school employee* found to have falsely accused another as a means of harassment or bullying shall be disciplined in accordance with district policies, procedures, and agreements.

9. **Alvin C. York Institute** requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff.
10. **Alvin C. York Institute** shall incorporate information regarding the policy against harassment or bullying into each school employee-training program and handbook.

Due Process Provision:

The Principal/Assistant Principal will meet with all those involved in an incident. He/she will hear the accusations made against a student. The accused will be afforded an opportunity to explain his or her conduct, denying it or explaining any mitigating circumstances. The Principal/Assistant Principal will take appropriate action.

Zero Tolerance:

Acts, which are a violation of the Zero Tolerance Policy as, required by state law.

1. Possession of Firearms
2. Battery, or attempted battery, on school personnel and school resource officers

3. Possession of or being under the influence of illegal drugs
Any violation will result in expulsion for 1 calendar year and be reported to local law enforcement authorities, except that the superintendent may modify this expulsion on a case-by-case basis. Any student who violates this policy will not be eligible for any Y.A.I. awards.

Searches:

Students, lockers, containers, personal items, visitors, vehicles, and packages are subject to search by the Principal ,Assistant Principal/ School resource officer. The only requirement is that a reasonable cause be determined for the search.

Special Education:

Students that are in special education will be disciplined according to Federal and State Statutes. Special education student's parents/guardians will be informed and an M-team held before any discipline is determined. Parents of special education students will be provided a copy of this procedure.

Authority: TCA 49-6-3007-3012, 49-6-4101-4104, 49-6-4201-4210, 49-6-4215-4216, 49-6-3401, 49-6-4402-4404

Threats:

Threats are verbal communication of intent to do harm on another person or property. All threats will be taken seriously by the faculty, staff and administration of Alvin C. York Institute. Whenever statements of this nature are made, we believe them. We do not consider this to be a joking matter.

SEXUAL HARASSMENT PREVENTION (NON-DISCRIMINATORY POLICY):

DEFINITIONS:

Sexual harassment is a violation of title VII of the Civil Rights Act of 1964 and it is against the policies of Alvin C. York Institute and the Department of Education for any student or employee, male or female, to sexually harass another employee or student by:

1. Making unwelcome sexual advances or request for sexual favors or other verbal or physical conduct of a sexual nature as a condition of employment, or continued employment, or
2. Making submission to or rejections of such conduct the basis for administrative decisions affecting employment or grades, or
3. Creating an intimidating, hostile or offensive working environment or educational environment by such conduct.

REPORTING PROCEDURES:

1. Any student or employee who believes that he/she has been the victim of harassment or sexual harassment should report the alleged act to the Guidance Counselor, Principal/Assistant Principal and/or Administrative Assistant.
2. If a complaint involves one of the above people, the student or employee should report the alleged incident to the Director of Instruction.
3. All complaints will be handled in a timely and confidential manner. In no event will information concerning a complaint be released to third parties or will anyone involved be permitted to discuss the subject outside the investigation. The purpose of this provision is to protect the confidentiality of the student or employee who files a complaint, to encourage the reporting of any incidents of sexual harassment and to protect the reputation of any student or employee wrongfully charged with sexual

harassment.

4. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. Students and employees shall be guaranteed an impartial and fair hearing. All students and employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation.
5. If the investigation reveals that the complaint is valid, prompt attention and disciplinary action designed to stop the harassment immediately and to prevent its recurrence shall be taken. The form of disciplinary action shall be considered and decided upon by the harassment committee. Based on the seriousness of the offense, such action may include, but is not limited to verbal or written reprimand, suspension, demotion, or termination.

FAMILY RIGHTS AND PRIVACY ACT (FERPA):

The Family Educational Rights and Privacy Act (FERPA) affords parents of minors and students over 18 years of age (“eligible student”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day that York Institute receives a request for access.
 - a. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s

education records that the parent or eligible student believes is inaccurate or misleading.

- a. Parents or eligible students may ask York Institute to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - b. If York Institute decides not to amend the record as requested by the parent or eligible student, York Institute will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by York Institute as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom York Institute has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting

another school official in performing his or her tasks.

- b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - c. Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the students of the records requested unless it states in its annual notification that it intends to forward records on request]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by York Institute to comply with the requirements of FERPA. The office that administers FERPA is:
- Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW.
Washington, DC 20202-4605

Evidence That Code Has Been Adopted:

Code was adopted June 14, 2010 and placed in Student Handbook.

Statement Regarding Posting:

Code will be posted as required in TCA 49-6-4017.

Proof of Dissemination-Written/or Taught During Classes:

On the first day of school, students will be with advisors and advisors will go over code in the student handbook with students and roll will be taken. The code is in the student handbook and

the guidance department provides student handbooks to new students and parents, explaining the codes to them as they register after the first day of school.

ACADEMIC AND DISCIPLINE DEFINITIONS

Advisor-Advisee Program

The advisement program at York Institute strives to help students plan to achieve appropriate educational, career, and personal-social goals. When students enter as freshmen, they are assigned a faculty advisor, and that faculty member is the student's advisor for the four years he or she is in high school. The advisor will keep up with the student's progress and well-being. Advisors have small groups of approximately 15 students with whom they work. Individual contact between advisors and advisees are made as needed or desired by either party. Advisor/Advisees will meet on the first Wednesday of each month providing ample classroom time has been observed.

Absence Intervention and/or Afterschool Detention (AI/AD):

York Institute has developed an after school discipline program for students that violate the school's student discipline policies. This program occurs from 3:00 to 4:00 Monday, Tuesday and Thursday. Students and Parents will be given 24 hours prior notice of the assignment and are responsible for providing transportation for their student if they are assigned to AI.

Failure to attend will result in the next disciplinary step.

Authority: TCA 49-5-5209 (b) (1) (I) (e)

Aggravated Assault on School Personnel – PC 442 (2013) requires expulsion of any student that commits aggravated assault against school personnel.

Alternative School:

The Fentress County Board of Education, along with York Institute provides a short-term alternative educational setting for students whose behavior is deemed undesirable. Due to the severity of student behavior the appropriate school official, usually the Principal/Assistant Principal refers students to Alternative School. The program will identify and take steps toward the remedy of each student's specific problem that resulted in alternative school assignment and will strive to identify and strengthen academic weaknesses in order to promote a better chance of success when he or she returns to the home school.

Students that are assigned will be responsible for obtaining and returning any work that is assigned to them. The Principal/Assistant Principal will give them a period of 1 day so that said work can be obtained. Minimum stay is 5 days; Maximum stay is 90 days.
Authority: TCA 49-6-3402

Arrival Before and Remaining after School:

Students who arrive at school before the 7:45 bell will report to the cafeteria and gym and remain there until the bell rings. Students who fail to report to the cafeteria or gym or leave without permission of the teachers on duty, will be considered AWOL and referred to the Principal/Assistant Principal for disciplinary action. Students who remain at school after the 3:00 bell and who are not involved in extracurricular activities will remain in the cafeteria area or near the front entrance of the main building until their departure.

Horseplay, playing with a ball, being loud, etc., will not be tolerated and will be handled as a discipline matter.

Assignment Policy: (School Recommended Procedure – Teacher Discretion)

Assignments required in courses reinforce learning skills and are

not to be taken lightly.

Failure to complete assignments will result in the following action:

1. Teacher conference with student.
 - a. Teacher will explain their make-up policy to student.
 - b. Teacher will set a deadline for completing assignment.
2. Failure to complete assignment by set deadline.
 - a. Parent contact by teacher.
 - b. Zero, (0), issued for grade.
3. Students verbally refusing to do make-up work.
 - a. Teacher will report student to PRINCIPAL/ASSISTANT PRINCIPAL for insubordination.

Athletics:

Alvin C. York Institute has adopted and complies with all TSSAA standards and procedures as outlined by the board policies of said organization. A copy of the TSSAA policies and procedures for secondary sports can be obtained through the official web site www.tssaa.org. Policies concerning such items as concussions, home school tryouts, practice times, summer practices, etc., can be obtained through this venue.

Attendance Board:

In the event a student's attendance is deemed excessive, a meeting can be called to address the student's make up plan for work/time missed. This board will comprise of the Principal/Assistant Principal, Director of Instruction, School Counselor, the student, and the student's legal parent/guardian.

Backpacks, Book bags:

Backpacks/book bags should be graffiti free, no gang terms, vulgar language, symbols, language interpreted to be discriminatory, or

any other derogatory symbols or language. Violators will have the backpack/book bag taken and not allowed to bring it back to school.

Bully Box:

A box is located on the wall next to guidance that allows students to discreetly note any bullying they may have encountered. Please be sure to give the name of the bully and the one being bullied. Anonymous postings will be granted an audience but will be impossible to correct.

Bullying: see Anti-Bullying

Bus Regulations:

Students are expected to follow Specific State Rules and Regulations pertaining to pupil transportation and display appropriate behavior. Failure to do so could cause the student to become ineligible for transportation. Students are under the supervision of the bus driver from the time they board the bus until they arrive at school and from the time they leave school until they exit the bus at home in the afternoon.

Once a student is seated on a bus, he/she will not change seats without permission of the driver. Drivers may assign students permanent seats on the bus if they wish to do so. Students may not have items considered to be a danger to other students on a bus. Science specimens, which are to be taken to school in glass jars, will be enclosed in cardboard or wooden boxes. Soft drink bottles or cans will not be permitted on the bus. Students will not use tobacco in any form on the bus. Students will always remain on the assigned bus until their designated destination unless written permission from parent/guardian grants authority for the driver to do otherwise.

Fentress County Bus Discipline Policy will be followed in all bus incidents.

Authority: TCA 49-6-2101-2115

CD Player's, iPods w/o cellular capabilities, Walkman's, Headsets, Hand held Video Games, Walkie-talkies (FRS radios):

Due to the disruptive nature of these devices to a classroom setting, they are not to be used in the classroom, except with permission from the teacher or the Principal/Assistant Principal. Teachers will have the right to take up any such devices being used w/o permission and retain for one week.

Cellular Devices: (including cell phones, i-Phones, smart phones)

Due to the extreme disruptive nature, cheating, bullying, etc. of these devices to a classroom and school setting, yet helpfulness to parents for student contact, cellular devices may be brought for lunch, extracurricular activities and school wide emergencies. If they are seen or heard in hallways, bathrooms or classrooms, they will be taken up and given to the PRINCIPAL/ASSISTANT PRINCIPAL. On each offense, a parent/guardian has to pick up the cellular device and can only return the cellular device after that school day ends. As in the case of any item brought onto the school campus, a reasonable suspicion of wrong doing is needed before search of a cellular device is conducted. Teachers may allow use of cellular devices for class participation providing they assume responsibility for proper conduct and have a cellular device use policy registered with the Director of Instruction. **EXCEPTION:** During Lunch, Breakfast Break and during Activity Periods, students may use their cellular devices in the **Cafeteria and gym.**

Change of Address or Phone Number:

Any change in the student's address or phone number must be reported to the front office and the Guidance office as promptly as possible. Intentional falsification of phone numbers and addresses will result in Class II disciplinary action. Correct number

and address are crucial.

Cheating and Plagiarism:

Cheating and Plagiarism are serious offenses and will be dealt with using consistent strict guidelines.

First Offense:

1. The student will receive an automatic “0” on the assignment.

Second Offense:

1. The student will receive an automatic “0” on the assignment.
2. The teacher will document the offense with the Principal/Assistant Principal.
3. The school counselor will counsel the student, and parent contact by the teacher will be made.

Third Offense:

1. The student will receive an automatic “0” on the assignment.
2. Student will be sent to the Guidance office for counseling, a letter/phone call/ or other contact will be made to the parent, and the student will then be sent to the Principal/Assistant Principal for a Level II violation.

Cheating in Dual Credit Courses may result in much stiffer penalties due to the nature of RSCC Cheating Policies.

ADDITIONAL OFFENSES WILL RESULT IN SUSPENSION FROM SCHOOL.

Children and Youth in Transition:

York Institute will follow the requirements of the McKinney-Vento Act, required for compliance in the “The No Child Left behind Act.” If any other information is needed, contact Mr. Phil Brannon, 931-879-8101, or Ms. Lesley Isabel, 615-253-5210.

Clubs and Organizations:

A complete list of clubs and organizations including dues and

requirements can be obtained on our public school web site www.york.k12.tn.us.

Credit Recovery:

Alvin C. York Institute offers Credit Recovery for students that have failed core academic requirements. The students chosen for this unique opportunity will be given the opportunity to make up, or recover, credits failed during the previous semester. The following criteria will be used:

- A. Student must have at least a 50 average to participate in Credit Recovery. Any student with an average below a 50 will have to retake the course.
- B. Recovery of 1 credit will be facilitated by a Credit Recovery teacher during a time that is outside the normal five block schedule (Afterschool/before school/lunch period, etc.).
- C. Students needing to recover 2 or more credits will be scheduled a credit recovery block during the school day.

Cumulative Records:

A cumulative record for each student is required in the guidance office. This record includes such things as scholastic achievement, health information and attendance/discipline data. A student may request his/her counselor to interpret this record. Tennessee laws requires that this record be kept indefinitely so that any legitimate agency (e.g., colleges and universities, state and federal agencies) may be provided with information upon request.

Authority: TCA 49-6-5001-5105

Daily Announcements:

At the beginning of school, announcements will be made over the intercom system so that students and faculty can be informed of events each day. Students and faculty should listen carefully to the announcements to keep abreast of school/student activities.

Announcements will also be on the daily absentee, and posted in the front office window. It is the student’s responsibility to be aware of announcements.

Daily Class Schedule:

7:45	First bell-Release from Cafeteria
7:55	Second Bell-Report to Class
8:00-9:10	First Block
9:10-9:20	Morning Breakfast break/class change
9:20-10:30	Second Block
10:35-11:45	Third Block
11:50-1:45	Fourth Block (35 minute lunch break included)
1:50-3:00	Fifth Block

The schedule will be adjusted accordingly for Wednesday activities.

Dangerous Weapons:

Weapons include any dangerous instrument or substance, which is capable of inflicting any injury on any person. The word “weapon” is included in this definition.

No knives or other deadly weapons are to be on school property. (Examples: pocketknives, box cutters, razor cutters, etc.)

Authority: TCA 49-6-4202

Directory Information:

Directory information, which is information that is generally not considered harmful or invasion of privacy if released, can also be disclosed to outside organization without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs)

receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses & telephone listings—unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want YAI to disclose directory information from your child’s education records without your prior written consent, you must notify YAI in writing when they enroll. YAI has designed the following as director information: [Note: An LEA may, but does not have to, include all the information listed below.]

- Student’s name
- Parent’s name
- Participation in official recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Authority: These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.

Authority: TCA 10-7-504, 49-6-406

Dress and Appearance:

Students should use such taste in the selection and wearing of their clothes, makeup and hair styles, and maintain such neatness, cleanliness, and self-respect that the school maintains a desirable environment in which to promote learning and character development. No apparel, dress, accessories, or grooming that is, or may become, potentially disruptive to the classroom atmosphere or educational process will be permitted. Apparel or appearance that tends to draw attention to an individual rather than to a learning situation must be avoided.

The following represents examples of clothing and accessories, which SHALL NOT be worn by students, but is NOT intended to be all-inclusive. In matters of opinion, the judgment of the Principal/Assistant Principal (PRINCIPAL/ASSISTANT PRINCIPAL) or designee shall prevail.

- Students can wear sleeveless shirts as long as the shoulder is covered by 3 inches and undergarments are not visible, and shirts must be long enough to be tucked into pants or skirts.
- No attire that reveals cleavage, and/or underarm areas should be worn. Shoulders must be covered by 3 inches. Layering is allowed as long as the base layer fits the dress code, or worn together and fits the code.
- Clothing articles, which advertise alcohol, drugs, tobacco, gang activity (including bandana), sexual innuendo, racial or ethnic slurs/symbols or clothing with inappropriate or distracting pictures or obscene language, MAY NOT BE WORN. Slogans that contain double meanings deemed offensive by the school may not be worn (i.e. restaurant shirts or awareness bracelets)
- Chains and/or studded accessories are prohibited along with any attire that can be considered by the

(PRINCIPAL/ASSISTANT PRINCIPAL) as a weapon.

- No body markings, jewelry, backpacks, notebooks, bandanas, and patches depicting gang membership, drugs, alcohol, racial or ethnic slurs/symbols and inappropriate or distracting pictures or obscene language will be allowed, including sexual innuendo and body part references (examples: restaurant names or titles with obvious double meanings).
- Head apparel, such as hats and bandanas, except for religious or medical purposes is not to be worn in the building by boys or girls. Exceptions to this rule are in the shop areas. Safety glasses are necessary and must be worn in shop classes. Hats are also necessary for certain tasks, and may be worn for safety purposes while in shop.
- To promote modesty, shorts and skirts will have hems no shorter than **three inches above the top of the knee cap**; backs and midriffs are to be covered.
- No see-through clothing or visible undergarments are allowed; also, no holes or frays will be allowed. Sewn or ironed patches are acceptable as long as they are not considered vulgar or distracting by the school. Pockets, tape, shirt tails, etc. are not considered patches. No skin visible three inches above knees.
- No attire that causes a disruption or a distraction to the education process will be allowed. (Examples: oversized clothing, extreme hairstyles, make-up, and clothing).
- All students' hair should be of a natural hair color.
- Trench coats are not allowed.
- Jewelry must be of appropriate size; (clear or skin-colored spacers are allowed). Tongue rings, and other piercings are allowable until such are deemed as distracting or as a hindrance of the learning process. A Teacher or the Principal/Assistant Principal can request tongue rings, and other piercings be removed due to these reasons.

Example: A student may not be able to speak clearly due to the hindrance of the tongue to move freely.

- Pajama pants or Pajama clothing or Sleepwear is not to be worn at school.
- Leggings, bike shorts, and spandex pants may only be worn when accompanied by shorts or dresses which are worn as the outer garment and are **no shorter than three inches above the knee.**

Anytime a student is found to be inappropriately dressed for school, they will not be allowed back into class until they are in compliance!

The dress code also applies to physical education and wellness classes.

Students willfully violating the dress code will be placed in ISS for the day. If there is any question as to whether the apparel would be acceptable, it should not be worn to school. Anything that distracts from the spirit or dignity of York Institute will be regulated.

Authority: TCA 49-6-4215, 49-1-302

Fifth Block, which includes sports, will also adhere to dress code unless students are in a closed practice. Sports, Dance, Cheer, etc. Uniforms are subject to TSSAA rulings and will be regulated as such.

Driving and Parking Regulations:

All students driving to school must register with the Principal/Assistant Principal. Students will be assigned a numbered parking space. A hanging parking permit will be issued to students that must be hung from their rear view mirror while on the York Institute campus. Students will not be charged a fee unless they lose their permit. Replacement permits will cost

students \$2.00.

Due to our parking lot being used for access to park, the Jamestown City Police can issue students parking tickets. Parking in handicapped areas can result in vehicle being towed at owner's expense. **The entire campus is in a 10 MPH speed limit zone.** Parking privileges can be revoked for failure to comply.

The Senior Parking Lot (which is the first lot on the left entering the south entrance) is reserved for senior students. Non-senior students choosing to park there in violation will be subject to parking across the road or other designated area.

Other parking lot violations generally result in warnings, parking across the road, suspension from driving on campus, etc.

Authority: HB337 and SB562.

No student parking is allowed behind the school during school hours, unless authorized by the Principal/Assistant Principal.

Drop/Add Period:

At the beginning of the school year an ample amount of time will be allotted for students to make class changes that are deemed necessary. In certain circumstance parents, teachers, counselors, or administrators may initiate changes.

Drug and Alcohol:

Selling, giving, possessing, using, or being under the influence of illicit drugs, narcotics, marijuana in or on school property, school functions, including buses, is strictly prohibited.

Students taking prescription or over the counter drugs must have a form on file with the school nurse.

Alcohol possession or use is prohibited on school property or at school functions. Illegal drug possession or use on school property

or at school functions is also prohibited. This shall include buses, and/or state vehicles used to transport students. Selling, giving, possessing, using or being under the influence of alcohol or drugs is strictly prohibited by law.

Any student suspected of having used, or being under the influence of, drugs and/or alcohol will be subject to testing. Positive test results can result in suspension, court appearance, and zero tolerance. Students refusing drug test can be suspended, ordered for court appearance, or zero tolerance. The Principal/Assistant Principal will have reasonable suspicion before conduction of such tests.

Procedure for Drug and Alcohol Testing: Drug tests will be administered by the Principal/Assistant Principal or designee using urine samples. In extreme cases a blood test or hair follicle test may be ordered.

Violators will be disciplined under Level IV disciplinary options. Authority: TCA 49-6-4018, 49-6-4202, 49-6-4216, 49-6-4213

Dual Credit Courses:

Students have the option of enrolling in dual credit courses while enrolled as a student at YAI. Before enrolling in said courses, a qualifying ACT score must be achieved prior to May 30th of the enrollment school year.

Early Graduation Release:

Seniors seeking pre-graduation release must meet the requirements for graduation by the end of the first semester. They must inform school counselor that they will participate in graduation in spring and must attend graduation practice to be in the ceremony.

Seniors, who graduate early, may not attend senior trip.

An individual memorandum agreement must be signed with the Guidance Department.

Epi- Pen:

Alvin C. York will have an Epi-pen for allergic reactions. It is located in the school nurse’s office and proper training provided for use by all faculty members.

PC – 294 (2013).

Faculty Contact:

Any faculty member can be reached at Alvin C. York by calling 931-879-8101. Also, any faculty can be reached by email using the faculty member’s first initial and last name with the address ending in @york.k12.tn.us. Example: John Doe = jdoe@york.k12.tn.us.

Family and Community Engagement Policy:

In compliance with No Child Left Behind (NCLB), York Institute has developed the YAI Family and Community Engagement Policy, a plan to provide a framework through which families, educators, and community can work together to improve teaching and learning. The Family Involvement Team- made up of parents, teachers, principals, students, staff, community members- has a vested interest in ensuring that all students achieve their full potential and realizes its role in increasing the level and quality of family involvement in education. The YAI Family Involvement Plan is prepared on the confirmation, through research, that family involvement has a positive impact on student achievement.

For a complete copy of this policy contact the Director of Instruction.

Fifth-Year Student:

Fifth-year students will be required to be in school only for the

length of time required for the subjects, which they lack for graduation.

Fighting (Assaults):

Defined as: Intentionally, knowingly, or recklessly causing bodily injury to another student; threatening another student with imminent bodily injury and/or causing physical contact with another student when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative. **York Institute wants all students to report student conflicts and possible fights to Guidance or Principal/Assistant Principal prior to physical violence erupting so that proper steps for understanding and reconciliation can be taken. Our desire is for all students to be safe at our school.**

Financial Obligations:

Any student who owes any school-related debt will not participate in Activity Period or school field trips until such debts are paid.

Fundraising/Dues:

Students should request a receipt from Teachers, Club sponsors, Coaches etc. for all money submitted to school for fundraising or club dues etc.

Gambling:

Students are not allowed to gamble, play cards for money, pitch money, match money, or bet on sports events for money at school.

Grading and Reporting:

Unexcused Absences receive grades of "0." Teacher discretion is allowed. All excused absentee work should be made up within three (3) days upon returning to school. Teacher discretion allowed.

All teachers are to contact the parents of any student who is receiving a failing grade for any nine weeks' period. Contact may be by parent conference, e-mail, or telephone conversation, if the contact is made orally, the teacher will keep a written record of the contact. Certified mail may be used if the above options are unsuccessful.

Grades will be recorded on the grade report in numerical form. The numerical grading values are A= 93-100, B= 85-92, C= 75-84, D= 70-74, F= Below 70, and P= Pass.

Gun-Free Schools Act:

Alvin C. York Institute, in compliance with the 1994 Federal Gun Free Schools Act, will expel any student caught with a firearm on the school campus for a period of not less than (1) one calendar year. Definition of a firearm will be as defined in Section 921 of Title 18 of the United States Code.

The Act also states that the York Institute's chief administering officer may modify the expulsion requirement on a case-by-case basis.

Authority: TCA 49-6-4203-4208, 49-6-4216

Hall Passes:

School staff will accept only official school hall passes when students are in the hallways during class periods. Due to the extreme need for safe schools, students not under the direct supervision of a teacher must have a hall pass. Failure to do so will result in a Level I violation.

Highly Qualified Teachers:

York Institute promotes the recruitment, retention, and training of highly qualified teachers, principals, and, when appropriate, para-professionals. York Institute ensures that all teachers that

are teaching in core subject areas meet the highly qualified definition as defined by NCLB.

Homebound Instruction:

Students requesting homebound instruction must first see the school nurse. The school nurse will assess the student’s concern and provide the student with appropriate paperwork.

The student must take the paperwork to a local doctor for completion. The paperwork must be returned to the school nurse before homebound services may begin. The student shall not be permitted to work outside the home, and the student will maintain a strict schedule with the homebound teacher. Missed appointments will result in denial of services. The school nurse will monitor the homebound students on a bi-monthly basis.

The nurse will request an M-team meeting, if necessary, to provide the student with the best instructional plan to meet the student’s needs.

Students should note that not all classes can be completed through homebound services. There could be a loss of credits and/or completion of graduation requirements could be jeopardized.

Update: Homebound refers to daily and extracurricular activities. Students unable to attend regular school hours due to a documented illness will not be able to attend extra-curricular activities as well.

Students that are on homebound status due to physical or mental services may be exempted from school trips, especially if the trip is supplemental to the class and not a required excursion.
TCA 49-6-3002

Home Page:

Alvin C. York Institute can be found on the Internet at www.york.k12.tn.us

Home School Policy:

Home school students who are enrolled in one or more classes at York Institute may participate in all extracurricular school activities sponsored or conducted by York Institute, to the greatest extent practicable. This would include all classes offered and student clubs that are based on participation and/or dues. In order to participate, each home school student must meet the following guidelines:

1. The student must meet all requirements of Tennessee Home School Law 49-6-3050.
2. The home school parent-teacher must certify that the student is making academic progress in a manner consistent with academic eligibility standards for students in the public school.
3. If requested by the administration of Alvin C. York Institute, the parent-teacher must supply evidence of academic achievement testing or other evidence of academic progress that is acceptable to the administration of Alvin C. York Institute, in order to maintain academic eligibility.
4. The home school student would also agree, in writing, to comply with all school policy: rules, procedures, discipline, etc., during the time of participation.
5. Home school students will be eligible to try out for any school athletic program that is governed by the Tennessee Secondary School Athletic Association (TSSAA).
6. Any special needs students will be referred to a designated special needs department that will comply with all Tennessee State Law requirements.

In order for any home school student to enroll in York Institute, each student and parent-teacher must have a conference with the

Director of Instruction and School Counselor to discuss the procedures that would determine placement.

Immunization Requirements:

Any student initially entering school without a Permanent Tennessee Certificate of Immunization or a Temporary Tennessee Certificate of Immunization will not be permitted to attend school unless he or she has a medical or religious exemption.

Any student transferring from out-of-state or a non-public school will not be permitted to enroll in school without an immunization certificate. Students transferring from public school within the state without proof of immunization must obtain proof of immunization within 30 calendar days in order to remain in school.

The Tennessee General Assembly has mandated that all students attending school are required to have two MMR (Measles, Mumps, and Rubella).

Authority: TCA 49-6-5001

In-School Suspension (ISS):

When a student has violated the Student Code of Conduct, the Principal/Assistant Principal has the disciplinary measure of ISS. This can be held on an as needed basis and the student will be placed in this location for an entire day. Personnel will be assigned to monitor the student; the student will do all class assignments in ISS and be counted as present at school.

Authority: TCA 49-6-3401

Late Enrollment:

Students, who enter school for the first time during the first (20) twenty school days of the school term, may receive credit for the term's work, provided they make up the work missed. Students

entering school after the first twenty school days of a term cannot earn a full credit.

Lice Notification and Procedure:

If a student has been checked and found to have lice or nits, parents/guardians shall be contacted. Students found to have lice/nits will be sent home, nurse excused, for that present day. Further absences will be considered parent/doctor/ or unexcused until the lice/nits are absent. The student must be checked by the school nurse before re-admittance back into school. If there are siblings, he/she or they will also be checked. If a student has missed more than 2 consecutive days for this problem, they will be turned into the attendance officer.

Lunch/Breakfast Payments:

Students can pay lunch/breakfast money into an electronic pay system in the Cafeteria. This electronic pay system automatically tracks the student's balance.

Make-Up Work:

Work missed due to a school activity or a parent, doctors, or funeral excused absence should be made up within three days or the teacher determining a time period for completion. Failure to submit work within the time period will result in disciplinary action being taken against the student. Unexcused absences will result in a grade of zero, unless the teacher so wishes to allow make up. A recommended three-day make up policy is in place for all excused absences. Suspensions/Expulsions are considered unexcused and fall under the unexcused absences policy.

Medication:

By law, no one but a physician may prescribe or give medication. Any prescribed medication, which is to be taken while in school, must be taken to the school nurse. A form must be on file in the

school nurse's office for any medication, prescribed or over the counter. Teachers or staff, with the exception of the school nurse or his/her designee, cannot administer or make available any medication. This includes any over the counter medication.

Authority: TCA 49-5-41

Minimum Enrollment for Students:

All students in grades 9 through 12 will be enrolled in 10 classes per year. Hardship or gifted cases may be appealed by the student to the Director of Instruction. Fifth-year students may come to school only for the portion of the school day they have classes.

Office Telephones:

Office telephones are for business purposes only. Callers are requested to leave a message, as students will not be taken from classes for a routine call. Only emergency calls will be delivered during a class period.

Pagers:

Law prohibits possession of an electronic pager by a student on school property, without the permission of the Principal/Assistant Principal.

Authority: TCA 49-6-4214

Parking Lot:

No student shall be in the school parking lots during school hours without a parking lot pass issued by the PRINCIPAL/ASSISTANT PRINCIPAL. No motor vehicle should exceed 10 MPH in school parking lot. Also see "Driving and Parking."

Permissible Areas:

Before school, students should enter the school through the front lobby. Students may then remain in the cafeteria, gym lobby, or gym. During activity period, students may be in the cafeteria, library, front lobby or gym lobby. During lunch, students may be in

the cafeteria, gym lobby or can do lunch laps. Students found to be elsewhere during school hours will be considered out-of-pocket.

Personal Relationships:

Displays of affection will be limited to holding hands. Any further display tends to destroy reputations and embarrass others, will not be tolerated, and will result in disciplinary action.

If you encounter problems dealing with other students or teachers, it is recommended that you consult a teacher, administrator, or school counselor to help resolve the problem.

Physical Education/Wellness Excuses:

A student enrolled in physical education may be excused temporarily by a doctor's excuse. The doctor's excuse will be maintained in the student's cumulative folder. No student will be excused permanently from earning the required one half unit in physical education. If the student cannot participate in the regular physical education program, the student must provide a statement outlining the physical education activities in which the student may participate. The physical education teacher is required to modify the student's course of study to meet his or her individual tolerance as outlined by the doctor.

Authority: TCA 49-6-3002

Removal of a Student:

In the event of a student becoming an endangerment to others or self, or is too disruptive to maintain order, then that student can be removed by the instructor and the school official must provide support if called upon.

Authority: Public Ch. 701, May 2012

Repeating Classes:

Any student may repeat as many as 2 passed credits of their choosing during their high school career. Most recent grade will be used in the average and only 1 credit granted for the course. Any failed course may be repeated.

School Functions:

All school functions will be organized through the respective sponsor. Approval for activities and functions will be secured from the Principal/Assistant Principal for activities scheduled from 8 a.m. until 3 p.m. during the week. The Administration must approve activities scheduled after school hours, weekends and summers. A school "Facilities Request" form must be submitted for prior approval for all functions. York Institute maintains that student activities come first and will schedule all events on that basis.

School Nurse:

First aid is given in the School Nurse's office. Students who wish to see the nurse must have a hall pass from the classroom teacher. Students are urged to use the first aid facilities in all emergencies. The nurse and the front office must excuse students when it becomes necessary to leave school because of illness.

The school nurse is a registered nurse (RN). The RN gives first aid when necessary and provides isolation and care for the sick student while they are in the school building. No student should leave the building because of an accident or ill health without first receiving permission from the nurse and the front office.

The responsibility of the school nurse is to verify that medication brought to school by students to be given during school hours is by order of a physician. The parent must sign a permission form before this can occur.

Over the counter medications will be available from the school nurse, who must have written permission from the parent before giving medication to the student.

Each student will be required to complete an Individualized Health Form at the beginning of each school year. This form remains in the School Nurse's Office. It will be used when a student becomes ill or has an accident.

Parents of students who have been diagnosed with chronic or acute medical conditions must make an appointment with the school nurse to complete an Individual Health Plan (IHP) for each diagnosis.

STUDENTS WHO USE INHALERS AND EPI PENS MUST KEEP THIS MEDICATION WITH THEM (ON THEIR PERSON) AT ALL TIMES. Please check with the nurse on the first day of school for the necessary forms to be completed by your doctor.

Authority: TCA 49-5-415

Reimbursable Meals:

Federal law states that to receive Child Nutrition Funds “a reimbursable meal must be served.” Monthly, the total number of free, reduced, and paid reimbursable meals are counted and a claim is sent to the State Agency for reimbursement of a portion of the cost of these meals. At lunch a student is offered five food components. The five components consist of: Milk, Meat or Meat Alternate, Grains, Fruits, and Vegetables. A reimbursable meal is one in which the student picks at least three of these components; and of these three one MUST be a fruit OR vegetable. At breakfast four of the food components are offered and the student MUST take three of these to qualify as a reimbursable meal.

Costs:

Costs of breakfast and lunch are divided into three categories: free, reduced, and full price. Breakfast costs are: \$0.00 free, \$0.30 reduced, \$1.50 full, and \$2.25 adult; Lunch costs are: \$0.00 free, \$0.40 reduced, \$2.25 full price, and \$3.25 adults.

As always students may choose to buy an extra serving.

No Charge Policy:

Our school has a **NO CHARGE POLICY**. No one can charge breakfast or lunch. The meal or al la carte items must be paid-in-full at the point of service. Students who qualify for free meals must pay for any additional items beyond the first allowable meal.

No Outside Food or Drink Policy:

Our school will not allow any outside food or drink to be brought in for student consumption unless the student packs a lunch and brings it prior to the start of the school day. Students are permitted to bring mugs with lids and/or plastic bottles with lids from home (no restaurant drinks) for beverages in order to remain hydrated.

Procedure:

All participants will need to know the last 4 digits of their social security number to key in at the end of the serving line. This allows the school to keep a record of each student's activity in the Child Nutrition Program. Should there be duplicate numbers, the student will be contacted and provided an alternate number. Students may make daily payments or place additional funds in their account to cover future expenses. These procedures help insure that a student's eating status (free, reduced, or full-pay) cannot be identified at the time of service.

Authority: TCA 49-6-2301-2306

School Trips:

Any student leaving the school for a school-sponsored excursion must have written permission from a parent on a form supplied by the school. Since field trips are supplementary to schoolwork, they require a student behavior appropriate to school standards. Trip sponsors will have final say on who attends and who does not according to each student's teacher input. Field trip forms should be sent around to each teacher. Any student Sports, which are governed by TSSAA rulings, are not considered field trips since they are mandatory.

School Visitation:

The school counselors will arrange all post-high school educational institution visits. If proper procedure and prior approval is not followed, the visit will not be excused. Students with excessive absences, poor classroom performance, excessive disciplinary referrals, or owing money may lose the opportunity to attend a post-high school educational institution visit.

Searches:

Students, lockers, containers, visitors, vehicles, personal items, and packages are subject to search by the Principal/Assistant Principal or designee. The only requirement is that a reasonable cause or suspicion of wrong doing be determined for the search. Authority: TCA 49-6-4204-4205

Senior Trip:

The senior trip is a wonderful opportunity for senior students in good standing with the school to learn first-hand about our national capitol and various historical persons and places. In the event that a student is deemed in questionable or bad standing with the school due to such things as excessive absences or discipline, grades, etc. a committee meeting between the Principal/Assistant Principal, the Director of Instruction, the Student, the Student's Parent or Legal Guardian, and any other school personnel with regards to the standing will be conducted

and a decision by the committee will determine the status of the student on the participation of the trip.

Skateboards/Roller Blades/Scooters:

Use of skateboards, scooters and roller blades are banned on the York Institute campus at all times.

Smoking/Tobacco:

Alvin C. York Institute, in compliance with the Federal Environmental Tobacco Smoke/Pro-Children Act, strictly prohibits the use or possession of tobacco on school grounds. To meet federal and state guidelines, students caught smoking or in possession of tobacco products will be cited into court.

Under the guidelines of the aforementioned act, persons caught smoking by a federal inspector in buildings that house school age children will also face up to \$1,000 in fines for each violation.

Authority: TCA 39-17-1604-1606, USC Section 1043

Student Accident and Sickness Procedures:

All student accidents will be reported to the Principal/Assistant Principal. The School Nurse will be called and arrangements made to transport the student to the hospital if necessary, and the student's parents will be notified as soon as possible. The teacher responsible for supervision of the injured student is required to file an accurate completed Incident Report on the date of the accident. The teacher will be held financially responsible for costs incurred or not covered by school insurance if proper procedure is not followed.

In case of sickness, the student will be brought to the school nurse's office and his/her parents will be called to pick them up if necessary. All reports will be kept for 7 years.

Student Errands:

Students who are sent on errands must be provided a hall pass by the supervising teacher. Under no circumstances during the school day will a student be sent on an errand in a vehicle. The school has several vehicles available for teacher use, for teachers who have needs considered appropriate by administrative personnel. Only employees of the State of Tennessee and registered volunteers may legally drive these vehicles.

Student Permanent Records (release of):

Student permanent records include academic records, transcripts, and health information, which can be released under the following guidelines:

1. Information, which has personally identifiable information, is protected. Notice that disclosure of the records themselves is not prohibited, only the “Personally Identifiable Information” within them.
2. When records are released, parents must state in writing which specific records to be released and they must be told to whom the records are being released and why and be given a copy of each disclosed record if they desire.
3. Information cannot be disclosed to comply with a judicial order or a lawfully issued subpoena, unless the parent is notified in advance presumably to give sufficient time to challenge the disclosure in court.

Exceptions:

1. Other school officials who have a legitimate educational interests
2. Officials of other schools in which the student seeks to enroll
3. Authorized representatives of U.S. Secretary of Education
4. Application for financial aid
5. Testing organizations (if anonymous)
6. Accrediting organizations

7. Parents of a dependent student
8. To health and safety of student or others in an emergency
9. State and local officials if required by state law prior to November 19, 1974.

Authority: TCA 10-7-504

Suspension from Classes/School:

Should a student display behavior so disruptive as to interfere with the orderly operation of the school, he/she should be escorted to the front office or the Principal/Assistant Principal must be summoned. The teacher may excuse the student for one class period only. Any further suspension from a class or school can be approved only by the Principal/Assistant Principal or appointee, Director of Instruction or Superintendent.

Suspension from school will count toward the Driver's License Law on maximum days missed for a semester and the student is responsible for knowing the material that is missed. All ends of semester tests will be allowed to be made up by the student. Suspensions are considered as Unexcused Absences.

Authority: TCA 49-6-3401

Textbooks:

Textbooks are on loan to students for their use during the school year and must be kept clean, not marked in or highlighted in any way and handled carefully. The student must pay for lost or damaged books. Any student who fails or refuses to pay for a lost or damaged textbook shall not receive diplomas, certificates of progress, transcripts or be able to attend field trips and school visits until restitution is made.

Book checks will be conducted each 9 weeks.

Authority: TCA 49-62201-2209

Transfer Option for Students Victimized by Violent Crime at School

Under the Tennessee State Board of Education’s Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting (DOI) at (931) 879-8101.

Unauthorized Vehicles on Campus:

Students are not to communicate in any way with occupants of unauthorized vehicles driving through or parking on campus.

Unauthorized vehicles will be asked to leave the campus, license recorded, and reported to the police department.

Authority: TCA 49-6-2008

Unsafe School Choice Policy:

Each State receiving funds under this Act shall establish and implement a statewide policy requiring that a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.

Under the Tennessee State Board of Education’s Unsafe School

Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting (DOI) at (931) 879-8101.

1. York Institute is a single school system
2. For a complete copy of this policy, see the Principal/Assistant Principal of York Institute

Visitors:

All visitors to the school are required to register with the front office on arrival and obtain a visitor’s pass. Student visitors must be out-of-town guests and at least twelve (12) years of age. No student who is enrolled in the Fentress County School System will be permitted to visit York Institute during the school day. York student hosts must obtain approval for their guests from the Principal/Assistant Principal at least twenty-four (24) hours prior to visitation.

Authority: TCA 49-6-2008

Withdrawal from School:

When a student withdraws from school, the student is responsible for obtaining a withdrawal form from the guidance office and completing it before they leave school. Students should begin this process at least the day before they plan to withdraw so they can return books and receive transfer grades. Students who do not transfer properly may have their grades withheld until the required paperwork has been completed.

Authority: TCA 49-6-3001

Work Assistance Program:

Through private donations, the school has a work program for eligible students. To be eligible, a student must be in regular attendance, not habitually tardy, passing all subjects, and enrolled as a full-time student. Students must have been a resident of Fentress County at least six months prior to employment. Students will receive the prevailing minimum wage.

To be eligible, a freshman student must have graduated from elementary school with at least a 2.0 average.

REQUIRED NOTICES

BOMB THREATS:

Chapter 644 of the Public Acts of 2016 requires the department to annually compile a list of state laws related to the rights of students and their parents or legal guardians. This document includes a summary of the state laws that provide explicit rights to parents, legal guardians, or students and does not include all the legal protections and privileges afforded to students and their parents or legal guardians.

State Statutory Rights of Students and Parents

These rights can be found by searching Tn.gov statutory rights of parents and students.

FIRE ALARM PROCEDURES

Fire drills are necessary for the safety of the students and faculty. Everyone is responsible to know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. Fire drill information is posted in each room. Each building will have the assigned faculty members to serve as fire marshals for the building or wing. The fire marshal's responsibility is to see that all doors and windows are closed and

that the building is completely evacuated. A list of fire marshals will be provided at the beginning of the school year.

The main building and the vocational buildings have doors in all classrooms that exit directly to the outside, and these exits should be used for all fire drills. After exiting the building, the supervising teachers are responsible to get everyone a safe distance from the building. Roll will need to be taken and students will need to remain with their instructors until being released.

Fire Alarm Signal: Fire Alarm Bell and Flashing Lights.

All Clear: Announced via intercom or by walkie-talkie to fire marshals of each building.

TORNADO DRILL PROCEDURE

The tornado signal will be by intercom or word of mouth. When administrative staff has received the warning, all students and faculty will be asked to get into the hallways and to kneel down and cover their heads with a book, notepad, hands, etc.

Alvin C. York Agricultural Institute: Incident Command Chart

Incident Commandeer: Superintendent Phil Brannon with Jason Tompkins as back up

Public Information Officer: Russell Beaty

Liaison Officer: Ronald Copeland

Safety Officer: Roy Stucker

Logistics: Tonya Brown

Service: Karen Stephens and Support: Sam Brown

Planning: Chris Norman

Operations Chief: Derwin Wright

First Responder: Lora Tompkins

REQUIRED ANNUAL NOTICE TO PARENTS AND GUARDIANS OF ALL YAI STUDENTS

Asbestos-containing building materials (ACBM) are located on the YAI campus in the following areas accessible to students:

Vinyl floor tiles and/or ACBM are located in the Auditorium. Vinyl tile and/or other ACBM are located in the Science, English, and Vocational buildings. These areas are being properly maintained in accordance with Federal guidelines to prevent a hazardous situation for the students.

Asbestos-containing building materials are located in the following areas that are not accessible to students:

(1) Maintenance Shop Boiler Room and (2) Maintenance Shop Floor Tile

Exact locations can be found in the Asbestos Management Plan.

This plan is available at the school for public inspection.

This notification serves to meet the requirements established by the Environmental Protection Agency.

NON-DISCRIMINATION POLICY

It is the policy of the Alvin C. York Agricultural Institute not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities or employment under Title VI of the Civil Rights Act of 1964, Title IX of the Federal Educational Amendments of 1972 and section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of Alvin C. York Agricultural Institute that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching

strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.” The Director of Instruction is the contact for any Federal Law Violation.

HANDICAPPED ACCESSIBILITY POLICY:

All classes and activities at Alvin C. York Agricultural Institute will be made accessible to all students. In the event a classroom is inaccessible to a particular student, such class will be moved to an area that is accessible.

DISCRIMINATION COMPLAINT PROCEDURES

In accordance with the *Rules of the Tennessee Department of Personnel Chapter 1120-11 Grievance*, any person who believes he has been discriminated against by York Institute concerning educational opportunities or employment in regard to race, color, religion, sex, national origin, age, disability, political affiliation or belief may file a complaint as follows:

Step I – Verbal

1. Submit complaint verbally to the appropriate individual within fifteen (15) workdays (Monday – Friday, 8:00 a.m. to 4:00 p.m.) of the alleged incident.
2. Grievance officer conducts investigation and fact finding.
3. Officer clearly communicates decision to grievant within five (5) workdays of discussion.

Step II – Written

1. If verbal decision is not accepted, grievant may submit written complaint to the next appropriate higher level of

management within ten (10) workdays. Employees may submit written grievance to supervisor or the Employee Grievance Officer.

2. Supervisor/Officer conducts informal discussion or hearing of facts and allegations.
3. Investigation, fact-finding, and written decision communicated to grievant within ten (10) workdays of discussion.

Step III – Next Level Written

1. Written grievance and prior step decision submitted to the Superintendent/Director within ten (10) workdays of receipt of decision from Step II.
2. Informal discussion or hearing of facts and allegations with witnesses and documentation.
3. Investigation, fact-finding, and written decision communicated to grievant within ten (10) workdays of discussion.

Step IV – Written

1. Written grievance and prior step decision submitted to the agency appointing authority or designee within ten (10) workdays of receipt of decision from Step III.
2. Informal discussion or hearing of facts and allegations with witnesses and documentation.
3. Investigation, fact-finding, and written decision communicated to grievant within ten (10) workdays of discussion.
4. The appointing authority shall have full authority to overturn, reduce, or alter any disciplinary action based on information gathered at the step IV hearing.

Employees should refer to the *Rules of the Tennessee Department of Personnel Chapter 1120-11* for a complete list of grievance procedures.

2014-15 AFFIRMATIVE ACTION PLAN

As a division of the State Department of Education, it is the plan of York Institute to comply with all rules and regulations set forth by the State of Tennessee. It is the policy of this facility to abide by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973, which prohibit discrimination on the basis of race, color, sex, age, handicap, disability, religion, or national origin.

We will comply with the State Executive Order No. 13 Regarding Equal and Fair Employment Practices. Through the Department of Education's Affirmative Action Plan, an annual workforce analysis is completed on the demographics of our employees and compared to the demographics of the area. To date, no discrepancy has been found in employment practices.

As a State Special School, York Institute has adopted the policy of enrolling any student residing in the State of Tennessee who desires to attend York Institute and is in good standing at their former school.

The York Advisory Council, faculty, and staff will review a description of this policy annually with non-discrimination information posted throughout the school, in the student handbook, and in the employee handbook.

Any person who believes he or she has been discriminated against in any educational or employment activity should write to: York Institute, P O Box 70, Jamestown, TN 38556.

Russell Beaty, Title IX Coordinator and 504 Coordinator
Jason Tompkins, Title II (Amer. With Disabilities),

Jason Tompkins VI (Civil Rights) Adults
Derwin Wright VI (Civil Rights) Students
Russell Beaty, Student Appeals Officer
Jason Tompkins, Parent Appeals Officer
Jason Tompkins, Employee Grievance Officer
Karen Flowers, IDEA
Jason Tompkins, FERPA

Parent Notification

The school encourages the involvement of parents in the education process and wants to keep them informed of their rights.

- Alvin C. York Institute **does not discriminate** on the basis of **race, sex, color, religion, national origin, age, or handicap** in the provision of educational opportunities, activities, or other administered programs. Parents play a vital role in this mission.
- Parents have the **right** to request information about the professional qualifications concerning **their child's** teacher(s) and should be informed if **their child** is served by any paraprofessionals providing educational assistance, and if so, their qualifications. Teaching certifications can be found by accessing the **Tennessee Department of Education, Teacher Licensing Web Site** (www.state.tn.us/education/lic_home.htm) or contacting the system's **Director of Instruction**.
- Parents must receive notification if their child's teacher, in a core curriculum subject, is being taught for **4 or more** consecutive weeks by a teacher not highly qualified.
- Parents will have access to **system/school report cards** as developed by the State Department of Education and available (usually in late fall of each year) through their web-site (**www.state.tn.us/education**) or at the school.
- Parents will be informed if their child is enrolled in a school

identified for improvement, corrective action, or restructuring, an explanation of what this means, and academic comparison with state, steps being taken to improve achievement, parent involvement, etc.

- Parents will be informed by annual notice regarding the availability of **supplemental educational services** if a school fails to meet **adequate yearly progress**.
- Parents must receive **annual academic results** (mid reporting periods, end of reporting periods, **Writing Assessment** (grade 11), **End-of-Course** and **Gateway Exams**) in a timely manner as required by the Tennessee Department of Education.
- Parents of a student identified as **Limited English proficient** (ELL - English Language Learner) must be notified in a timely manner of their child's participation in an **ESL Program**, details of the program, rights to waive participation, and specific information on the child's level of English proficiency.
- A parental involvement policy is available in the school's handbook or by contacting the school office. **Title I Schools:** A written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title I.
- Programs. This includes an annual meeting for parents to inform them of their school's participation in programs (ex. Title I) funded under the **Every Student Succeeds Act**.
- Schools and parents must be notified of school wide program authority under which schools can consolidate **funds from federal, state, and local** sources to upgrade the educational program of the entire school (qualification: 50% of students must be from verified low income families.)
- Parents can visit the state's web site (**www.state.tn.us**) to access a description of the curriculum (Tennessee Curriculum Standards), assessment, and proficiency levels students are expected to meet.
- Parents have access to district and school information and

reports through the media (local newspaper and radio), and the **System/School Report Cards** available on the State web site or at the system's administrative offices.

- The School policy relating to **students' privacy and parental access** to information is available in the Student handbooks. Notification of Rights and Release of Directory Information under **FERPA**, Family Education Rights and Policy Act, are also done through media announcements. This Federal law affords parents and students (over 18 years of age) certain rights with respect to educational records. Parents will be notified of any change in school policy.
- Students and parents are encouraged to participate in **safe and drug-free school** programs to prevent student violence and drug use. Parents **can request in writing** their child's non-participation in such activities.
- **School health requirements**, policies, and procedures (ex. Immunizations, medication at school, etc.) are available from the Principal/Assistant Principal, School Nurse, and Guidance Department.
- Parent/Student Rights in Identification, Evaluation, and Placement - A complete description of the rights granted by federal law to students with disabilities is available by contacting the Special Education Department of YAI. The intent of this law is to keep parents fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of those decisions.

CHILD FIND REQUIREMENT UNDER IDEA

- York Institute has the responsibility to locate, identify, and evaluate all children ages 3 to 22 years suspected of having a disability. If you have any questions or concerns, please contact the Special Education Director at 879-2112.
- Military recruiter access to student information- Districts

receiving federal education funds must notify parents of secondary school students that they have a right to request that their child's name, address and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such request. 20 U.S.C. 7908(a)(2).

Section 504 of the Rehabilitation Act of 1973

Child Find Notification to YAI Students and Families

The purpose of this notification is to explain *Section 504 of the Rehabilitation Act of 1973* and to determine if any students need to be served that are not currently being served. Information in this notification is taken from the Section 504 Manual, written by the Tennessee Department of Education, Division of Special Education, in April 2001. Section 504 is a civil rights statute which provides that: "No otherwise qualified individual with handicaps in the United States...shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Who is eligible under Section 504?

Eligibility: A student is eligible if the student "has a physical or mental impairment which substantially limits one or more major life activities." The following "Frequently Used Terms" can assist in determining if a student should be considered for a 504 Plan.

Educational Need: A substantial limitation on learning demonstrated by a serious academic deficit and/or serious behavior problems resulting from the student's disability and not from other causes.

Major Life Activity: Functions such as walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual task. The disability only needs to substantially limit one major life activity in order for the student to be eligible.

Substantially Limits: Means: (1) The inability to perform a major

life activity that the average person in the general population can perform; or (2) Substantial limitation as to the condition, manner or duration under which an individual can perform a particular major life activity as compared to the condition, manner, or duration which the average person in the general population can perform that same major life activity.

Child Find Referral Process

If you believe you qualify for Section 504, please notify Mr. Russell Beaty in the guidance office.

TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division

Division of Special Education, Tennessee Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 5th Floor
Nashville, TN 37243-0380
Phone: (615) 741-2851
Fax: (615) 253-5567 or (615) 532-9412

West Tennessee Regional Resource Center

100 Berryhill Drive
Jackson, TN 38301
Phone: (731) 421-5074
Fax: (731) 421-5077

East Tennessee Regional Resource Center

2763 Island Home Blvd.
Knoxville, TN 37290
Phone: (865) 594-5691

Fax: (865) 594-8909

CHILD ADVOCACY GROUP CONTACT INFORMATION

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

The ARC of Tennessee is on the Internet at

<http://www.thearctn.org/>

44 Vantage Way, Suite 550

Nashville, TN 37228

Phone: (615) 248-5878 Toll Free: 1-800-835-7077

Fax: (615) 248-5879 Email: pcooper@thearctn.org

Support and Training for Exceptional Parents (STEP) is on the Internet at <http://www.tnstep.org/>

712 Professional Plaza

Greenville, TN 37745

West Tennessee

(901)756-4332

jenness.roth@tnstep.org

Middle Tennessee

(615) 463-2310

information@tnstep.org

East Tennessee

(423) 639-2464

karen.harrison@tnstep.org

Tennessee Protection and Advocacy (TP&A) is on the Internet at
<http://www.tpainc.org/>
416 21st Avenue South
Nashville, TN 37212
Phone: (615)298-1080 or (615)298-2471
Toll Free: 1-800-287-9636
Fax: (615) 298-2046

Tennessee Voices for Children is on the Internet at
<http://www.tnvoices.org/main.htm>

West Tennessee
(Jackson Area)
Phone: (731) 660-6365
Fax: (731) 660-6372

Middle Tennessee
1315 8th Avenue South
Nashville, TN 37203
Phone: (615) 269-7751 Toll Free: 1-800-670-9882
Fax: (615) 269-8914
Email: TVC@tnvoices.org

East Tennessee
(Knoxville Area)
Phone: (865) 609-2490
Fax: (865) 609-2543

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services--Disability Pathfinder Database: <http://mintgus.kc.vanderbilt.edu/tidir/dbsearch.asp>
On the web page, select your "county" and the "service" you

desire from the drop-down lists and click “Submit”.

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education and Alvin C. York Institute does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page. This is posted in compliance with TCA 49-2-203(b) as amended.

Teacher Code of Ethics:

49-5-1001. Short title

This part shall be known and may be cited as the “Teacher Code of Ethics.”

[Acts 2010, ch. 916, § 1.]

49-5-1002. Legislative findings

The general assembly finds and declares that:

1. An educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. An educator accepts the responsibility to adhere to the highest ethical standards; and
2. An educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct.

[Acts 2010, ch. 916, § 1.]

49-5-1003. Educator's obligations to students. —

1. An educator shall strive to help each student realize the student's potential as a worthy and effective member of society. An educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.
2. In fulfillment of this obligation to the student, an educator shall:
 - a. Not unreasonably restrain the student from independent action in the pursuit of learning;
 - b. Not unreasonably deny the student access to varying points of view;
 - c. Not deliberately suppress or distort subject matter relevant to the student's progress;
 - d. Make reasonable effort to protect the student from conditions harmful to learning or to health and safety;
 - e. Not intentionally expose the student to embarrassment or disparagement;
 - f. Not on the basis of race, color, creed, sex, national origin, marital status, political or Religious beliefs, family, social or cultural background or sexual orientation unfairly:
3. Exclude any student from participation in any program;
4. Deny benefits to any student; or
5. Grant any advantage to any student;
 - a. Not use professional relationships with students for private advantage; and
 - b. Not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

[Acts 2010, ch. 916, § 1.]

49-5-1004. Educator's obligations to the education profession.

1. The education profession is vested by the public with a trust

and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

2. In fulfillment of this obligation to the profession, an educator shall not:
 - a. Deliberately make a false statement or fail to disclose a material fact related to competency and qualifications in an application for a professional position;
 - b. Misrepresent the educator's professional qualifications;
 - c. Assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute;
 - d. Knowingly make a false statement concerning the qualifications of a candidate for a professional position;
 - e. Assist a non-educator in the unauthorized practice of teaching;
 - f. Disclose information about colleagues obtained in the course of professional service unless the disclosure serves a compelling professional purpose or is required by law;
 - g. Knowingly make false or malicious statements about a colleague; and
 - h. Accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

[Acts 2010, ch. 916, § 1.]

Alvin C. York Institute Homeless Policy

Alvin C. York Institute provides services for students who meet requirements for the McKinney-Vento Act of 2001. The Homeless Education Program is designed to facilitate the enrollment, attendance and success of homeless children and Tennessee schools. All school districts in Tennessee are required to provide needed services to homeless children. The Tennessee department of Education receives funding for the program through a federal McKinney-Vento Homeless Education Act. This policy is to ensure that homeless children in our district receive needed services.

Who is homeless?

Anyone who, due to a lack of housing, lives:

- In emergency or transitional shelters
- In motels, hotels, trailer parks, campgrounds, abandoned in hospitals, or awaiting foster care
- In cars, parks, public places, bus or train stations, or abandoned buildings
- Doubled up with relatives or friends
- Migratory children living in these conditions

How can delays be avoided when enrolling a homeless child or youth in school?

- Homeless children must be enrolled immediately.
- If school records are unavailable, ask that the records be sent electronically or shared over the phone.
- Ask that a student's immunization records be transferred over the phone from the sending school to the receiving school
- Contact your school district, principal, counselor, or local homeless education liaison with any concerns.

The Homeless Liaison(s) for York Institute is:

Mr. Derwin Wright or Mr. Jason Tompkins
 P.O. Box 70
 Jamestown, TN 38556
 (931) 879-8101

Homeless Education and Intervention Offers:

- Homeless children/youth can enroll without proof of residence or immunization records
- Are assured that transportation is provided at the request of the parent, guardian, or liaison
- Have the same equal access to the education provided to other children
- Have the same equal access to appropriate support services
- Are able to participate in federal, state, or local before or after school care programs
- Are receiving instruction in the same school and classrooms as all other enrolled students.
- Are provided with appropriate services: Title I, free/reduced lunch, counseling, tutoring, social/health services
- Appropriate transportation to and from school
- Reduction in change-over of schools to ensure same enrollment within the same school for entire calendar year
- Assistance from local shelters/agencies to assist homeless children, youth, and families.

Clothes	Food	Transportation
Providence Church Assemblies of God 879-2399	Food Bank: Don Padget 879-1934	UCHRA 879-8040

YAI Dragon Account 879-2131	Food For Kids 879-2131	
Housing	Health Services	Counseling
Lafollette Housing 879-4412	Fentress County Health Dept. 879-9936	Children's Center Of the Cumberland's 879-7290

Safety Concerns:

During this time of heightened alerts and safe school initiatives, we at Sgt. Alvin C. York Agricultural Institute strive for the safety of students and staff at our school. We highly encourage students, parents, and visitors to make known any unsafe event or occurrence at our school. Our front office phone number is 931-879-8101. When anyone on our campus notices a strange occurrence, please report that finding to someone in a leadership position. A crisis response plan has been placed in every classroom and office of our school, and many of our staff has undergone trainings for disasters that may occur. Avoidance of disaster, though, is always better and safer, and that is why we encourage input from the community.